



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Assistant Principal, Orange County Community Schools

**Class Code: 1309
Work Days: 210**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of an Orange County Community Schools (OCCS) site; provide highly responsible and complex staff assistance to higher level management staff; and coordinate activities with other schools, outside agencies, and the general public.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Assist the principal in providing instructional leadership in the implementation of education curriculum aligned with state content standards, performance based assessments, use of instructional technology, and articulation efforts.
 3. Establish schedules and methods for providing educational services at OCCS sites.
 4. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
 5. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing educational services for an OCCS site.
 6. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
 7. Prepare various reports on operations and activities.
 8. Participate in the preparation and administration of the school budget; submit budget recommendations; monitor expenditures.
 9. Assist in the active recruitment of prospective students; participate in the enrolling of students; consult with probation officers and parents regarding students; gather required documentation including court documents, application, and transcripts.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

10. Participate in the assignment of students to appropriate classes; participate in the development of master class schedules.
11. Participate in the development and design of educational curriculum; assist in establishing and administering curriculum priorities.
12. Assist in the integration of students into regular school programs as appropriate.
13. Coordinate and participate in a program of student counseling and discipline; coordinate student behavior management programs; confer with students, parents, health and guidance staff, and teachers concerning student needs and problems.
14. Assist in the planning, development, and maintenance of a community relations program; explain the OCCS program and curriculum to parents through school open houses, personal conferences, and bulletins.
15. Assist teachers in maintaining order and appropriate discipline as required.
16. Participate in the development and implementation of in-service training for staff development.
17. Assist in the efficient and effective operation of the school facilities; ensure the safety and security of facilities, students, and personnel.
18. Prepare and present a variety of reports, records, and statistical data on school activities, attendance, facilities maintenance, and instructional requirements and services.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and administration.
20. Respond to difficult questions, inquiries, and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies, including the County Probation Department.
21. May participate in the teaching of classes as required.
22. Demonstrate attendance sufficient to complete the duties of the position as required.
23. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**Knowledge of:**

1. Principles, theories, practices, methods, and techniques used in classroom instruction, especially as they relate to students in an OCCS setting.
2. Methods and approaches to planning instructional programs and services, according to identified needs and requirements of assigned OCCS site.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Records and information required for apportionment, health and welfare codes, and graduation requirements.
6. Principles of budget preparation and control.

Knowledge of (cont.):

7. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.
8. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate classified and certificated professional, clerical, and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Assist in the efficient internal operation of school administration including financial management, scheduling, curriculum development, and facilities management.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
9. Respond to difficult questions, inquires and complaints from parents, students, teachers, and officials from other school districts and outside governmental agencies.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a Master's degree from an accredited college or university with major course work in education including training in behavioral management and three years of responsible teaching or educational experience involving students who have been in a home school education program.

Licenses; Certificates; Special Requirements:

A valid California credential authorizing instruction or service in a public school program.

A valid California Administrative Credential.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure. Program needs may require work in the evening and/or weekend hours.

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